

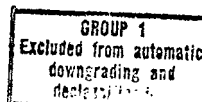
Recommendation No. 11c

Prepare a paper directing Chief, Clerical Staffing Branch to canvass all components of the Agency annually for unclassified work to be performed by clerical employees in process at TAS.

In our discussion of this recommendation the Chief, Clerical Staffing Branch was directed to prepare a draft notice which would achieve the recommendation's purposes. Attached is a draft Headquarters Notice which we propose for publication and distribution to supervisors throughout the Agency. The recommendation refers only to unclassified work, but because of the occasional availability in TAS of cleared clerical personnel, we consider it useful to mention the possibility of accepting some classified work subject to appropriate controls.

MORI/CDF Page 1 _____

SECRET



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This Notice Expires _____

PERSONNEL



25X1



AVAILABLE CLERICAL ASSISTANCE

1. New clerical personnel, entering on duty in the Temporary Assignment Section of the Clerical Staffing Branch (CSB), Staff Personnel Division, Office of Personnel, are available during their processing and training period to perform clerical duties which can be accomplished at the Ames Building location.

2. CSB will welcome on a continuing basis any projects which may involve typing, assembling, proofing, carding, etc., and which can be sent to the Ames Building. During the past year, CSB completed 542 projects for 39 components of the Agency, including such work as: typing post reports, assembling Routing and Record sheets, typing special material using Selectric typewriter, typing foreign language lesson papers. Unclassified work is preferred, but consideration will be given to accepting a limited volume of classified work.

25X1 3. To arrange for assistance in completing any suitable projects which you may have, please contact  Chief, Clerical Staffing Branch, Room 332 Ames Building,  25X1

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN W. COFFEY
Deputy Director
for Support

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